U. S. ARMY ENGINEER
GEODESY, INTELLIGENCE AND MAPPING RESEARCH AND DEVELOPMENT AGENCY
FORT BELVOIR, VIRGINIA

21 November 1960

PURCHASE DESCRIPTION

REPORTS, TECHNICAL, CONTRACT

1. SCOPE AND CLASSIFICATION

1.1 Scope. - This purchase description covers the requirements for technical reports for research and/or development contracts.

1.2 Types. - Technical reports shall be of the following types, as specified (see 6.1):

Type I - Letter progress report

Type II - Interim technical report

Type III - Final technical report

2. APPLICABLE SPECIFICATIONS

2.1 There are no specifications applicable to this purchase description.

3. REQUIREMENTS

3.1 Security Markings. - Reports assigned a defense classification by the Government will be marked or stamped TOP SECRET, SECRET, or CONFIDENTIAL, whichever is appropriate, in the manner prescribed by the Industrial Security Manual for Safeguarding Classified Information (Attachment to the Security Agreement, DD Form 441).

3.1.1 Espionage Laws. - Reports assigned a defense classification will, in addition to the classification markings, carry the following notation on the face of the title page: "This document contains information affecting the national defense of the United States within the meaning of the Espionage Laws, Title 18, U.S.C., Sections 793 and 794, the transmission or revelation of which in any manner to an unauthorized person is prohibited by law."

3.2 Size. - Technical reports page size shall be 8 by 10-1/2 inches unless otherwise specified.

EXHIBIT "B"
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3.3 Type I reports. - Type I letter progress reports shall conform to the requirements hereunder specified, and shall be submitted as specified in the contract.

3.3.1 Outline of contents. - The text of the letter progress report shall comprise the following in the order given:

3.3.1.1 Factual data and observations. - This section shall present a brief outline of equipment, procedures and techniques investigated. The relevant details shall be arranged in logical sequence.

3.3.1.2 Discussion. - This section shall present a discussion of any particular technical problems encountered and clarifying comments and remarks on the factual data and observations as required.

3.3.1.3 Future plans. - This section shall present a proposed program for the next report period.

3.4 Type II reports. - Type II interim technical reports shall conform to the requirements hereunder specified, and shall be submitted to cover periods and at dates as specified in the contract.

3.4.1 Outline of contents. - The text of the report shall comprise the following in the order given:

3.4.1.1 Cover

3.4.1.2 Abstract Cards

3.4.1.3 Title page

3.4.1.4 Preface

3.4.1.5 Table of Contents

3.4.1.6 Summary

3.4.1.7 Introduction

3.4.1.8 Investigation

3.4.1.9 Discussion

3.4.1.10 Conclusions

3.4.1.11 Recommendations

3.5 Type III reports. - Type III final technical reports shall conform to the requirements specified hereunder and 3.4.1 and shall be submitted

as specified in the contract. Factual data, observations and supporting material presented in previous reports need not be repeated in detail, but shall be summarized as required to present a complete history of the work. In the discussion, conclusions, and recommendations, all the work covered by the contract shall be considered.

3.6 Cover. - The cover shall show:

3.6.1 Defense classification (when applicable), (See 3.1).

3.6.2 Report number, e.g., "Third Interim Technical Report," "Final Technical Report."

3.6.3 Title of research, study, or development.

3.6.4 Period covered by report.

3.6.5 Contract number.

3.6.6 Department of the Army Task Number.

3.6.7 Placed by, e.g., "U. S. Army Engineer Geodesy, Intelligence and Mapping Research and Development Agency, Fort Belvoir, Virginia."

3.6.8 Contractor's name and address.

3.7 Abstract Cards. - Abstract cards shall be prepared for Type II and Type III reports and shall contain the following information arranged as shown in Fig. 1. A minimum of two sheets of four 3" x 5" cards each shall be printed on card stock and shall be inserted after the cover sheet of each report. This information may be provided on standard paper in those instances where it is uneconomical to provide cards because of the lack of facilities.

3.7.1 AD Number and Accession Number. - (Leave blank for the use of the Armed Services Technical Information Agency.)

3.7.2 Preparing Agency. - (For example: Hercules Powder Company, Wilmington, Delaware; U. S. Army Engineer Geodesy, Intelligence and Mapping Research and Development Agency; Battelle Memorial Institute; etc.).

3.7.3 Title of report.

3.7.4 Author or authors.

3.7.5 Identification data.

3.7.6 Number of pages, illustrations, and date.

3.7.7 Contract Numbers.

3.7.8 Task Numbers.

3.7.9 Descriptive Abstract, not exceeding 200 words, summarizing the salient features of the report. This abstract will be written by the author(s) of the report.

3.7.10 Scientific or Technical Fields, to include primary and Secondary Field(s).

3.7.11 Security Classification. - Abstract cards inserted in classified reports will be classified according to the information contained in the abstract. Each card will be marked to show the security classification and the copy number of the report to which it applies, and will be accounted for as a classified document. In those instances where classification of the card differs from the classification of the report, a notation will be made on the card to provide for downgrading when separated from the report.

3.8 Title Page. - The title page shall be identical with the cover (See 3.6), and, in addition, shall bear the Espionage Laws Clause (when applicable), (See 3.1.1).

3.9 Preface. - The preface shall contain the nontechnical details that are not necessary to an understanding of the main text of the report. It shall contain such information as authorization, pertinent dates, names of personnel participating in the investigation and may include other items required for record acknowledgement purposes. It shall be used as a means of eliminating from the body of the report and grouping in one section all matters that must appear in the report but are irrelevant to and would detract from the technical text.

3.10 Table of Contents. - This page shall show the table of contents.

3.11 Summary. - This section shall present a summary of the technical report. The summary usually shall not be longer than one page.

3.12 Introduction. - This section shall state the aims or purposes of the contract; a breakdown of the problem into component parts; a reference to programs related to the purpose; and the scope of the work during the period covered.

3.13 Investigation. - This section shall present a concise factual statement of all work accomplished during the period, pertinent tests and test results (positive or negative), and difficulties encountered. The relevant details shall be arranged in logical sequence. Reference shall be made to all supporting data. Derivation of all formulas

developed that are unique to the problem, including reference to all assumptions, shall be given. Standard instruments employed in testing and measurements shall be named with reference to the type, model and manufacturer. If unique, the instrument shall be described in detail. Photographs, tables, charts, and curves shall be included as necessary. When a device or process has been developed, specifications in sufficient detail to permit a competent technician to reproduce the equipment or process shall be included. (Acknowledgement of the efforts of other scientists contributing information shall be made and the source of reference material indicated.)

3.14 Discussion. - This section shall present a complete discussion of the operational and technical problems encountered, and the contractor's approach to these problems. In it, unsuccessful, as well as successful, investigations shall be described. It shall contain clarifying comments and remarks on the factual data and observations, and shall present an analysis and evaluation of them sufficient to support these conclusions that are not summary statements of fact. It shall be followed by a concise statement of the contractor's program for the next reporting period.

3.15 Conclusions. - This section shall give a statement of the logical conclusions resulting from an analysis of the factual data.

3.16 Recommendations. - This section shall present, when applicable, the logical recommendations resulting from the conclusions drawn, and with reference, where necessary, to the course of future work.

3.17 Quantity. - Unless otherwise specified, thirty-five (35) copies of each report shall be furnished.

3.18 Binding and Reproduction. - Type II and III reports shall be bound within a durable cover. These reports may be reproduced by any commercial method providing non-fading images. Folding pages may be used for large diagrams, drawings, etc. All copies or reproductions of classified reports shall bear the same security markings as the originals thereof.

3.19 Workmanship. - Special attention shall be given to legibility; neatness of drawings, charts and graphs; adequacy of photographs; and similar details.

4. INSPECTION

The reports will be checked by personnel of the U. S. Army Engineer Geodesy, Intelligence and Mapping Research and Development Agency to determine compliance with the requirements of this purchase description and the contract.

4.1 Acceptance. - Previous acceptance or approval of technical reports shall in no case be construed as a guarantee of acceptance of all reports.

4.2 Rejection. - Reports failing to meet the requirements of this purchase description shall be rejected. Rejected reports shall not be re-submitted for inspection without full particulars being furnished concerning previous rejection and measures taken to overcome the defects.

5. DELIVERY

Delivery shall be to the Government f.o.b., Fort Belvoir, Virginia.

6. NOTES

6.1 Ordering Data. - Requests, requisitions, schedules, and contracts or orders should specify the following:

(a) Title, number, and date of this purchase description.

(b) Type of report required. (See 1.2)

(c) Number of copies of each report if other than thirty-five (35).

6.2 The type of presentation used in a graduate scientific thesis is generally considered as conforming to the requirements therein.

6.3 The Department of the Army reserves the right to reproduce or to have reproduced in part or whole all reports furnished in accordance with the purchase description.

NOTICE: When Government drawings, specifications or other data are used for any purpose other than in connection with a definitely related Government procurement operation, the United States Government thereby incurs no responsibility nor any obligation whatsoever; and the fact that the Government may have formulated, furnished, or in any way supplied the said drawings, specifications, or other data is not to be regarded by implication or otherwise as in any manner licensing the holder or any other person or corporation, or conveying any right or permission to manufacture, use or sell any patented invention that may in any way be related thereto.

AD_____ Accession No._____
U. S. Army Engineer Research and Development Laboratories, Fort Belvoir, Virginia - STEREOPLOTTER, TOPOGRAPHIC, PROJECTION-TYPE, HIGH PRECISION - E. P. Griffin

Report 1627-TR, 29 April 1960, 82 pp, 25 illus, 12 tables
DA Project 8-35-03-420 Unclassified Report

This is a final report on the development of the military model of the High Precision Stereoplotter. All of the work performed under subproject 8-35-03-420 (formerly 8-35-03-015 and 8-35-03-215) is summarized, including test and evaluation of commercially available equipment leading to the selection of an interim instrument (Interim Stereoplotter) and the development, test, and evaluation of the Stereoplotter, Convergent, Vertical (High Precision Stereoplotter). A description of engineering tests and the test results of the High Precision Stereoplotter are presented along with a discussion of conformance of the instrument to the approved military characteristics and its suitability for troop use. The report concludes that: (a) The High-Precision Stereoplotter is suitable for adoption as standard for issue to base photomapping companies; and (b) waiving of service test of the High Precision Stereoplotter is warranted.

UNCLASSIFIED

1. Mapping, Charting, & Geodesy - Compilation, Photogrammetric Map and Chart
2. Contract - DA-44-009 eng-2366

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U. S. Army Engineer Research and Development Laboratories, Fort Belvoir, Virginia - STEREOPLOTTER, TOPOGRAPHIC, PROJECTION-TYPE, HIGH PRECISION - E. P. Griffin

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Fig. 1. Format for abstract cards.